



# STATE OF CONNECTICUT

## DEPARTMENT OF TRANSPORTATION



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NEWINGTON, CONNECTICUT 06131-7546

**ONLY FIRMS WHO ARE PREQUALIFIED IN THE CATEGORY LISTED BELOW ARE ELIGIBLE TO SUBMIT. THOSE FIRMS HAVE RECEIVED THIS LETTER ELECTRONICALLY.**

TO: Prequalified Consultant Firms

Subject: **Request for Letters-of-Interest**  
Consultant Liaison Services for Traffic Engineering  
Prequalification Category: Traffic and Safety Engineering  
CSO #2387

Your firm has been prequalified by the Connecticut Department of Transportation (Department) in the categories listed above for the 2021 calendar year.

The Department is seeking to engage one (1) consultant engineering firm to provide consultant liaison engineering (CLE) and design and engineering support services for various traffic and safety improvement projects. The selected consultant will act as the Department's "Project Engineer" and as a liaison with various consultant engineering firms who are responsible for the engineering and preparation of contract plans, specifications, estimates and other documents.

The selected CLE contract will be administered by the Division of Traffic Engineering. Anticipated tasks include, but are not limited to:

- Providing liaison services between the Department and Consulting Engineers retained by the State to provide contract documents. This includes administrative support, contract and invoice oversight, management of project schedules, and processing of PS&E packages.
- Assist with project scoping, cost estimating, staff hour estimating, scheduling, and review of progress payments.
- Task planning, direction and tracking in all areas of design development including, but not limited to: design, survey, rights-of-way, environmental permitting, estimating, contract development, utility coordination/agreements and design, soils and hydraulic engineering, traffic structures, and all technical areas of expertise typically required for traffic improvement projects. Design development shall be consistent with Federal and State regulations, policies, procedures, and best practices including the principles of Context Sensitive Solutions, Complete Streets and designing for Vulnerable Users.
- Providing intersection study evaluation reports
- Guidance in public involvement
- Review of engineering documents, plans, specifications, and estimates
- Preparation of environmental documents
- Preparation of project-related correspondence and documentation
- Providing liaison services for locally administered projects
- Providing plan review services for locally administered projects.
- Providing construction support services.
- Coordination with Department staff, State and Federal agencies, municipalities, and the public

- Provide design and engineering support services for discrete engineering tasks, or project design.
- Providing any other engineering services required to upgrade/replace state traffic signals to a state of good repair.

The contract will be limited to five (5) years to assign new work, with the stipulation that assignments initiated during the term of the contract will continue to completion of work. No new work, which is unrelated to prior tasks, will be assigned after five (5) years from the start of the contract. The value of the contract is estimated to be \$7 million; however, the actual contract fee will depend on the work assigned. It is anticipated to utilize a cost-plus fixed fee contract that is established with an upset limit.

Please be advised that the selected firm will not be eligible to provide services, either as a prime consultant or subconsultant on any subsequent phase, of any project, which is managed under this assignment. This shall also include any break-out projects that occur from the projects managed under this assignment.

The selected firm must provide all electronic design data (i.e., Ground files, Design files, Digital Terrain Models [surfaces], Alignments, Contract Plans, and/or all other Electronic Engineering Data) in conformance with the Department's CONNECT Digital Design Environment. Submissions will also be required to comply with the Department's Digital Design Environment and the Digital Project Development Manual (<https://portal.ct.gov/DOT/Engineering-Applications/CTDOT---CONNECT-DDE>).

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. The selected firm will also be required to establish and/or maintain a Connecticut office for the duration of assignment. The Project Manager may be required to work in the Connecticut office and be available on a daily basis for the direct and visual supervision of the staff performing the assignment.

If your firm would like to be considered for this assignment, your submittal should consist of a letter-of-interest limited to one (1) page, a Department Form CSO 255 (Rev. Jan. 2016) and up to a maximum of five (5) resumes of the key personnel, which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. (The CSO 255 form can be found online at [www.ct.gov/dot/business/consultant/selection](http://www.ct.gov/dot/business/consultant/selection).)

Electronic Submittal – A .pdf of your CSO 255 must be emailed to [David.Mancini@ct.gov](mailto:David.Mancini@ct.gov) by 3:00 p.m. on or before **January 136, 2022** and must be no larger than 10 MB in size. The file name should be in the following format: CSO#2387.FirmName. You will receive a confirmation email by 4:00 p.m. on the due date, once your submittal has been accepted. Please retain proof of sending your submission before the due date/time, in the unlikely event that your email is not received. If you do not receive a confirmation by the time specified above, please contact the Consultant Selection Office at 860-594-3498 or at the email listed above. Firms, who are shortlisted based on their CSO 255 submittal, will be notified by the Consultant Selection Office of the time and date for their final selection interview. The final selections are anticipated by April 15, 2022.

Your CSO 255 submittal should identify the following: your proposed staff and their qualifications, experience, and availability to perform the required services. Your submittal will be evaluated on the following criteria:

- (1) Experience, qualification, and availability of current staff, including sub-consultants, proposed for this assignment. Weighted scoring value = 10%
- (2) Proposed staff or sub-consultant capabilities/experience in the following:
  - a. Highway Design. Weighted scoring value = 5%
  - b. Traffic Engineering. Weighted scoring value = 30%
  - c. Project Administration/Scheduling/Liaison Engineering. Weighted scoring value = 25%
  - d. Design Support Services including Soils and Hydraulic Engineering, Surveys, Environmental Permits, and Utility Coordination/design. Weighted scoring value = 10%
- (3) Familiarity with CTDOT design standards, policies and administrative procedures, and design development. Weighted scoring value = 20%

Responding firms must provide copies of the following required licenses, certifications and/or registrations for the proposed personnel that indicate they are in current standings: *CT Professional Engineering License for the Program Manager*

Please be advised that there is no Disadvantaged Business Enterprise (DBE) assigned for this contract. All firms are advised that the prime consultant must perform the majority of the work with employees of the firm. Joint venturing will not be allowed.

In accordance with the Connecticut General Statutes (CGS) Section 9-612(f), as amended by Public Act 21-76, any principal of a state contractor or prospective state contractor submitting a bid or proposal for a state contract are directed to the State Elections Enforcement Commission's [Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations](#). The Notice is hereby made a part of this solicitation. Additionally, any principal of a state contractor or prospective state contractor is required to complete a [Campaign Contribution Certification](#) with its proposal.

Please note that Connecticut General Statutes Section 4-252, Section 4-252a, and Section 4a-81 were amended by Public Act 21-76 to no longer require the certifications and affidavits previously required from state contractors and prospective state contractors as part of the bidding, proposal or contracting process. Instead, the requirements for these above-referenced sections are described below.

**Notice of Representation Requirements of Connecticut General Statutes Section 4-252:** The official or employee of such state agency or quasi-public agency who is authorized to execute state contracts shall represent that the selection of the most qualified or highest ranked person, firm or corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

Any principal or key personnel of the person, firm or corporation submitting a bid or proposal for a large state contract shall, upon execution of such contract, make the following representations in the resulting contract: (1) That no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participate substantially in preparing bids, proposals or negotiating state contracts, or (C) any agent of such person, firm, corporation or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for state contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for state contracts or the negotiation or award of state contracts, or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency; (2) That no such principals and key personnel of the person, firm or corporation, or agent of such person, firm or corporation or principals and key personnel, knows of any

action by the person, firm or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the person, firm or corporation to provide a gift to any such public official or state employee; and (3) That the person, firm or corporation is submitting bids or proposals without fraud or collusion with any person.

**Notice of Certification Requirements of Connecticut General Statutes Section 4-252a:** (a) For purposes of this section, "state agency" and "quasi-public agency" have the same meanings as provided in section 1-79, "large state contract" has the same meaning as provided in section 4-250 and "entity" means any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization or other business organization whose principal place of business is located outside of the United States, but excludes any United States subsidiary of a foreign corporation. (b) No state agency or quasi-public agency shall enter into any large state contract, or amend or renew any such contract with any entity unless such contract contains a certification that such entity has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.

**Notice of Representation Requirements of Connecticut General Statutes Section 4a-81:** (b) (1) Each contract described in subsection (a) of this section shall include a representation whether any consulting agreement has been entered into in connection with any such contract. Such representation shall be required if any duties of the consultant included communications concerning business of a state or quasi-public agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. As used in this section, "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the state, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 as of the date such contract is executed in accordance with the provisions of this section. (2) Such representation shall be sworn as true to the best knowledge and belief of the person signing the contract and shall be subject to the penalties of false statement. (3) Such representation shall include the following information for each consulting agreement listed: The name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former state employee or public official, such representation shall indicate his or her former agency and the date such employment terminated.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiations process.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the right to add other assignments of a similar nature to this selection process should the need arise prior to the interview phase.

Please be advised that firms must continue to be prequalified in the specified category for the year a shortlist is finalized and/or a selection is made.

All inquiries regarding this request for letters-of-interest shall be directed to Mr. David M. Mancini of the Consultant Selection Office at (860) 594-3498, or to the email listed above.

bcc: Comr. Giulietti- Dep. Comr. Rolfe – Dep. Comr. Eucalitto  
Amy Ravitz - Alice Sexton  
Scott A. Hill – James A. Fallon  
Theodore Nezames – Mark Carlino  
Charles Roman  
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